

**Minutes of the Judiciary and Law Enforcement Committee
September 30, 2011**

Chair Jean Tortomasi called the meeting to order at 8:34 a.m.

Committee Members Present: County Board Supervisors Jean Tortomasi (Chair), Steve Wimmer, Peter Wolff, Paul Decker, and Dave Falstad.

Absent: Supervisors Kathleen Cummings and Bill Zaborowski. (Cummings, a member of both the HHS and Judiciary Committees, was not present because she was attending the County Board HHS Committee meeting.)

Also Present: County Board Chief of Staff Mark Mader, Legislative Associate Karen Phillips, Emergency Preparedness Director Richard Tuma, Emergency Management Coordinator Bill Stolte, Senior Financial Analyst Rob Dunn, Emergency Management Coordinator Sherri Stigler, Radio Services Administrator Chris Petterson, Jail Administrator Mike Giese, Business Manager Lyndsay Johnson, Inspector Steve Marks, Sheriff Dan Trawicki, Clerk of Courts Kathleen Madden, Business Manager Bob Snow, Chief Judge Mac Davis, District Attorney Brad Schimel, Victim Witness Coordinator Jen Dunn, Office Services Coordinator Dani Danielski, and Medical Examiner Dr. Lynda Biedrzycki.

Discuss and Consider the 2012 Operating Budget for the Department of Emergency Preparedness
Tuma, Stolte, Stigler, Dunn and Petterson were present to review the 2012 operating budget for the Department of Emergency Preparedness as outlined on pages 73-87 of the budget book, including highlights, objectives and activities. Tuma distributed a revised copy of page 77, noting a correction to Objective 1.

Wimmer arrived at 9:08 a.m.

The overall budget reflects a decrease in both revenues and expenditures and a reduction of one full-time equivalent (FTE) supervisor position that was overfilled for several years. Cost savings from the reduction of overtime partially offsets the first time budgeting of a 0.40 FTE senior financial analyst position, shared with the Register of Deeds. Appropriated fund balance of \$35,000 is budgeted for emergency equipment replacement needs.

The committee voiced no objections to proposed technical revisions on page 84.

MOTION: Falstad moved, second by Decker, to tentatively approve the 2012 operating budget for the Department of Emergency Preparedness. Motion carried 5-0.

Discuss and Consider the 2012 Operating Budget for the Sheriff's Department

Trawicki, Marks, Johnson and Giese were present to review the 2012 Sheriff's Department operating budget as outlined on pages 117-131 including highlights, objectives and activities. Both revenues and expenditures are budgeted to increase 1.2%. Personnel costs are budgeted to decrease, mainly due to the decision to unfund one deputy sheriff as a security screener (\$78,000 savings) and a vacant corrections supervisor (\$92,000 savings) position. Tortomasi requested that the savings be noted in the footnote on page 119. Some of the savings will be offset by hiring additional temporary help for the screening station (\$37,000). 2012 will be the last year for the additional drug prosecutor position which was funded through a federal grant. In Jail operations, the municipal hold fee will increase from \$13.00 to \$13.74 per day. The federal prisoner revenue remains at \$77.00 per day, generating approximately \$1.2 million in revenue.

Trawicki stated that the outcomes and objectives have not changed much over the years; however, he does not agree with the wording contained in objective 6, specifically “implement the recommendations of the CJCC Community Corrections Center Study Committee Report”. The wording changed from the draft version to the final version, and he is not comfortable with it. Wimmer suggested amending the word “implement” to “consider”. Mader advised that the Department of Administration work with Sheriff’s staff to come to an agreement before the Sheriff’s budget is reviewed by the Finance Committee. Trawicki agreed to the change “consider”.

MOTION: Decker moved, second by Wimmer to tentatively approve the 2012 operating budget for the Sheriff’s Department. Motion carried 5-0.

Discuss and Consider the 2012 Operating Budget for Circuit Court Services

Madden, Snow and Davis were present to review the 2012 Circuit Court Services operating budget. Both revenues and expenditures are budgeted to decrease 2.9%. Personnel net costs decrease by \$320,000 (5%). Tortomasi noted a typographical error on page 99 (no footnote (b)). Personnel changes include the unfunding of 3.50 FTE, including one court commissioner position (through attrition). Madden noted that personnel costs make up 66% of the operating budget. There have been 12.75 FTE position reductions since 2005. She discussed efficiencies and improvements in technology that have enabled them to do more with fewer staff.

Tortomasi asked about the cost savings resulting from the decision to unfund the court commissioner position. Madden stated the savings is approximately \$150,000, offset by about \$50,000 allocated to address any scheduling/coverage needs due to unforeseen circumstances.

Madden continued with a brief review of pages 97-110 of the proposed 2012 budget, focusing on notable changes and efforts to improve services and efficiencies in the following areas:

- Major Departmental Strategic Outcomes and Objectives for 2012 and Activities Chart
- Clerk of Courts – Administrative Services Division
- Clerk of Courts – Criminal and Traffic Division
- Clerk of Courts – Family Division
- Clerk of Courts – Civil Division
- Juvenile Court
- Family Court Services
- Court Commissioners
- Register in Probate

MOTION: Wolff moved, second by Falstad to tentatively approve the 2012 operating budget for Circuit Court Services. Motion carried 5-0.

The committee recessed at 11:48 a.m. and reconvened at 1:00 p.m.

Discuss and Consider the 2012 Operating Budget for the District Attorney’s Office

Dunn reviewed the Victim/Witness and VOCA (Victims of Crime Act) Grant programs as outlined on pages 94-95, noting that these programs continue to utilize a significant number of volunteer hours. Dunn distributed the fall 2011 edition of “The Tribute”, a newsletter dedicated to homicide victims and their loved ones. She continued with a review of the strategic outcomes and objectives for 2012 as outlined on page 92 of the budget book.

Schimmel and Danielski reviewed the financial and position summaries on page 91 and the Prosecution/Administrative Services program on page 93. Overall revenues and expenditures are

budgeted to decrease 2.0%. The budget reflects the 2011 completion of the document imaging backlog project, resulting in an expenditure and fund balance reduction of \$61,000.

MOTION: Decker moved, second by Wimmer, to tentatively approve the 2012 operating budget for the District Attorney's Office. Motion carried 5-0.

Discuss and Consider the 2012 Operating Budget for the Medical Examiner's Office

Biedrzycki was present to review the 2012 operating budget for the Medical Examiner's Office. She distributed handouts outlining budget highlights and statistics, noting it is a cost-to-continue budget. The budget reflects a net revenue decrease (\$47,400) for contract autopsy services due to the loss of the Racine County contract, which is partially offset by an increase in revenues from the Washington County contract. Higher cremation permit revenues are projected due to an increase in the number of permits and a \$10 increase in the permit fee.

Biedrzycki explained the terms of the new fixed flat rate contract for autopsy services with Washington County which has not yet been finalized. After further discussion, the Committee suggested a change in the language to set a limit on the number of cases covered under the terms of the contract.

MOTION: Wolff moved, second by Falstad to tentatively approve the 2012 operating budget for the Medical Examiner's Office. Motion carried 5-0.

Future Meeting Date

- October 14, 2011

MOTION: Wimmer moved, second by Decker, to adjourn at 2:05 p.m. Motion carried 5-0.

Respectfully submitted,

Kathleen M. Cummings
Secretary